Appendix A - Glossary

Academic Calendar

Academic Calendar is a type of academic term used by the institution for the student. Acceptable terms are:

1 = Credit Hours (nonstandard terms)
2 = Credit Hours – Standard Terms of Quarters
3 = Credit Hours – Standard Terms of Semesters
4 = Credit Hours – Standard Terms of Trimesters
5 = Clock Hours
6 = Credit Hours Without Terms

Academic Year

A measure of academic work to be accomplished by a student. A school defines its own academic y ear. However, federal statute and regulations set minimum standards to determine federal financial aid awards.

Adjustment Sign

The Adjustment Sign indicates whether the net accepted change on the processed payment record is an increase (+) or decrease (-). Zero change is also represented by a + sign.

Administrative Cost Allowance

This is money paid to institutions to offset some of the cost of delivering financial aid to students. For the Federal Pell Grant program, the amount is $5.00 for each student at the institution who receives a Federal Pell Grant. This amount is based on the number of Pell recipients reported by the institution, including students who withdrew from the institution or were transferred (even if all Federal Pell Grants were recovered).

Administrative Relief Request

This is a school's request to ED or the contractor to grant relief which prevents the school from meeting the September 30 deadline, such as:

- An event, such as a natural disaster
- Processing Error

Advance Funding Method

Under the Advance Funding Method, an institution receives an initial authorization amount from which it may draw down funds from the Grants Administration Payment System (GAPS).

RFMS will continue to adjust the initial authorization amount during the award year based on the disbursement records transmitted by the institution.

The institution's authorization level is adjusted based on the receipt and acceptance of disbursement records by RFMS.

Amount Disallowed Due to Errors/Corrections

This is the amount disallowed by the Federal Pell Grant program edits in determining a student's award.

Amount of Net Accepted Change

This is the net change to the student's award as a result of processing the student record (refer also to Adjustment Sign).

Attended Campus

This is the campus attended by the student as denoted by the Pell ID. If the school is a branch campus with a unique Pell ID, the branch campus Pell ID is used.

If the school is a branch campus without a unique Pell ID, the Pell ID of the central campus is used.

ASCII

The acronym for the American Standard Code for Information Interchange. This is one of the standard formats for representing characters and text files. This format is useful when importing files between programs.

Authorization to Submit Data

Authorization to submit Pell data to the Federal Pell Grant Program. This applies to all data you report to the Federal Pell Grant Program. It makes an administrator officially responsible for the accuracy and completeness of the submitted data.

Award Year

The award year begins on July 1 of one year and extends to June 30 of the next year. Funding for Federal Pell Grants and campus-based programs is provided on the basis of the award year.

Batch

A group of records gathered in one file for processing.

Batch Number

Institutions/Servicers assign their own batch numbers when they submit origination and disbursement batches to ED. They must assign batch numbers in the format ED prescribes in the RFMS Grant Batch Header Record fields 15-40.

Format is:

XX = Batch Type Code (alpha)
CCYY = Last Year in Cycle
999999 = Reporting Pell Institution Number
CCYYMMDD = Date Batch Created
HHMMSS = Time Batch Created

Batch Processing Date

This is the date on which the Federal Pell Grant program completes processing the origination or disbursement data batch.

Batch Regeneration

Batch Regeneration is a function of the origination and disbursement software that allows the Student Aid Internet Gateway (SAIG, formerly Title IV WAN) to replace a batch previously generated.

The function matches batch sequence number.

Batch Sequence Number

This is a unique, four-digit, system generated batch number that is linked to each student origination and disbursement record batch generated by an institution. It is used for tracking and audit trail purposes (formerly known as "internal batch number").

Case Management Oversight (CMO)

This is the U.S. Department of Education office for overseeing institutional eligibility. Regional representatives work with institutions on reimbursement and cash monitoring.

Central Processing System (CPS)

This is the system that processes student financial aid applications, calculates the Expected Family Contribution (EFC) for each applicant, and prints the Student Aid Report (SAR).

Certification

Certification is the initial step an institution takes to become a participant in the Pell Grant Automated Data Exchange.

The institution must complete the Federal Pell Grant Program Data Exchange Certification form and submit the form to ED.

Clock Hour Programs (or Clock Hour Programs Without Terms)

This identifies academic programs in which duration is measured by clock hours or by credit hours completed with no terms.

Cost of Attendance

Cost of Attendance is used to determine the student's Scheduled Pell Grant award and is always based on the cost for a full-time student for an entire academic year. It must be greater than 0000.

These costs consist of:

- Tuition and fees.
- Allowances for room and board.
- Allowance for books, supplies, transportation, and miscellaneous personal expenses.
- Allowances established by the institution for dependent care, disability-related expenses, study abroad, and employment expenses related to cooperative education programs.
- Special exceptions to which cost components apply include: less than half-time students, correspondence study students, incarcerated students, and students receiving instruction by telecommunications.

Current Social Security Number

This is the Social Security Number, as reported by the student in the Federal Student Aid Application Processing System for the Transaction Number given.

Database

This is information entered in the computer and stored in various files.

Data Request

This is the Electronic Transmission request to the Federal Pell Grant program for replacement of missing disbursement batches.

Date Enrolled This Award Year

This is the date the student first enrolled (for example, the first day the student attended classes) in an eligible program for the applicable award year. If the student enrolled in a crossover payment period before the first day of the award year (July 1), report the actual date enrolled, even though that date occurs before the start of the award year.

Dear Colleague Letter

This is a means of communicating policy or major programmatic information on Federal student financial aid issues from ED to the postsecondary financial aid community.

Destination Point

In EDE, this is the receiver and transmitter of Title IV applicant and/or Pell Grant payment data with the Student Aid Internet Gateway (SAIG, formerly known as Title IV WAN). It may be a postsecondary institution servicing one or more institutions or a service agent servicing multiple institutions.

Disbursement Record (Regular)

This is a simple Electronic Data Interchange (EDI compliant record that contains regular disbursement information). This record is used by advance funded or Just-In-Time pilot institutions.

Disbursement Reference Number

This is a unique number 01-90 that is on each disbursement. It cannot be repeated.

Downside Adjustment

This is the amount of money that an institution returns for their Federal Pell Grant Program recipients during the award year. This return should occur no later than 30 days from when the student's award changed.

Edit/Comment Codes

These are a series of numeric codes that explain processing results, including data corrections and record rejects, for specific processed origination and disbursement records for a Federal Pell grant recipient.

EFC

See Expected Family Contribution.

Electronic Applications (EAPS)

This is a function on the main menu of the Pell Payment module that enables users of the Electronic Data Exchange to input ISIRs without using EDExpress for Windows.

Electronic Correction to Applicant Record (ECAR)

This is a record containing corrections to applicant data transmitted electronically over the network. This corresponds to the Electronic Corrections stage of Electronic Data Exchange program.

Electronic Data Exchange (EDE)

This program allows participating destination points to exchange federal student aid application and Federal Pell Grant payment data electronically with the Student Aid Internet Gateway (SAIG, formerly known as Title IV WAN).

Electronic Disbursement Information

This is the former name of a software module now called the Pell Payment PC Software, which is invoked by EDExpress and used to:

- Preload Pell eligible applicant records.

- Enter and maintain payment records.

- Generate payment batches.

- Produce reports on recipients.

- Post processed payment records to the Federal Pell Grant database.

Eligibility Used

Eligibility Used displays the percent of a student's eligibility that has been used from other campuses.

Eligible Applicant(s)

An Eligible Applicant is a student who has submitted a Free Application for Federal Student Aid (FAFSA) and who meets the eligibility requirements for a Federal Pell Grant.

The student must be currently enrolled or a prospective student at a postsecondary institution which has been accredited to participate in Student Financial Aid programs.

Electronic Pell Origination and Disbursement Data

This is the electronic equivalent of the Student Origination or Disbursement Record enabling institutions to report Federal Pell Grant Origination and Disbursement data to ED.

It corresponds to the Electronic Disbursement Service function of the Electronic Data Exchange program.

Electronic Pell Origination and Disbursement Acknowledgment Data

This is the electronic origination or disbursement acknowledgment record returned to the institution containing updated student origination or disbursement information.

It corresponds to the Electronic Disbursement Service function of the Electronic Data Exchange program.

Electronic Statement of Account (ESOA)

This is the electronic version of the Statement of Account (SOA) which summarizes the status of an institution's spending authorization versus amount expended to date for that award year.

Enrollment Status

Enrollment Status is used only for standard academic term schools. It includes the student's expected enrollment status for the entire award year. If the student's enrollment status is mixed, then the enrollment status "5 = Other" is used.

Input values are:

1 = full-time

2 = ¾-time

3 = ½-time

4 = less than ½ time

5 = other

If Academic Calendar = 2,3, or 4, then Enrollment Status = 1,2,3,4, or 5.

If Academic Calendar = 1 or 4, then Enrollment Status = blank

Estimated Disbursement Dates

This field position in the Student Origination Record contains 15 dates of when disbursement to student is estimated to be made.

Expected Family Contribution (EFC Valid Values = CCYYMMDD.
Range = N days prior to Disbursement Start Date (20000701) to Disbursement End Date (20060930).

Expected Family Contribution (EFC)

EFC is used for all Title IV programs.

The number is calculated by the Federal Student Aid Application Processing System.

To be eligible for a Federal Pell Grant, the EFC must be 3100 or less (for 2000-2001).

Federal Pell Grant

This is a type of federal financial aid awarded to qualified student applicants. It is named after U.S. Senator Claiborne Pell of Rhode Island.

Federal Pell Grant Payment Schedule

Schedule of Federal Pell Grant Awards. Schedule is based on the Expected Family Contribution (EFC), enrollment status, and the institution cost of attendance.

Federal Pell Grant Program

This is the U.S. Department of Education's computerized financial management processing system of Federal Pell Grants.

Financial Control

Financial Control is a code indicating the source of financial control for your institution.

Use the code that best describes your institution:

1 = Public
2 = Private, nonprofit
3 = Proprietary
Blank = no change

Free Application for Federal Student Aid (FAFSA)

This is the application that must be filed to apply for any student financial aid distributed by the federal government.

Generate

Generate refers to creating a batch of student origination and disbursement records to submit to the Federal Pell Grant program.

Grants Administration and Payment System (GAPS)

This is the system used by EDGAPS for grants administration and payment.

Grant Batch Header Record

This record is part of the Origination Record and reports the institution's identifying code numbers, output media, and processing dates.

Grant Batch Trailer Record

This record is part of the Origination Record and reports the number of student records included in the transmission, amount paid to date on the transmission, and total disbursements to date for all Federal Pell Grant recipients at the institution.

Hours/Credits in Academic Year

This is the number of program hours in a program's year.

It is completed only by programs using clock hour or non-standard term credit hour academic calendars.

If the student attends a term-based program measured in credit hours (including standard academic term programs with less than 30 weeks of instructional time), enter the number of weeks of instructional time in the school's definition of academic year.

Incarcerated

Code to indicate the student's incarceration status, for students who are in local (not state or federal) penitentiaries and who are otherwise eligible to receive Federal Pell Grants.

Institution Cross Reference ID

This is an optional field that can be entered into the student payment record as an optional identification field (for example, it may be a school-assigned student ID or different SSN).

Institutional Student Information Record (ISIR)

This is the electronic version of the Student Aid Report (SAR) which indicates eligibility for Federal Pell Grant programs.

The ISIR contains the family's financial and other information reported on the Free Application for Federal Student Aid (FAFSA), as well as key processing results and NSLDS Financial Aid History information.

It is transmitted electronically or provided on tape to postsecondary institutions and state educational agencies.

ISIR

See Institutional Student Information Record.

Just-In-Time (JIT)

The Just-In-Time payment method is a new payment method available for the first time in the 1999-2000 award year under a pilot project.

Under this payment method, an institution does not receive an initial authorization, and the accepted disbursement records not only report disbursement amounts but also function as the institution's request for funds that are provided immediately to the institution.

As a result of this systemic improvement, institutions using the Just-In-Time payment method are relieved of several cash management regulatory requirements.

Last Updated

Last Updated displays the user ID, date, and time the information currently displayed on the screen was previously edited.

Name Code

This is the first two characters of the student's last name as reported on the original application and part of the Student ID.

It is provided in the ISIR and appears on the SAR, Part 1 and Part 2.

Number of Payment Periods in Student's School Year

This is the number of terms or payment periods in a student's school year.

For schools required to submit special disbursements, reporting must have valid values.

Valid Values: 1-9 or blank.

Origination Record

This record establishes a student's eligibility and amount of annual Pell Grant Award in the new RFMS.

Origination Records are prepared and submitted by institutions to RFMS using the EDExpress software or the institution's own software.

Origination Record data is received and edited by RFMS to ensure that the student is eligible to receive the reported amount of Federal Pell Grant funds and to establish the student account in the RFMS.

Original Social Security Number

This is the SSN as *originally* reported by the student to the Federal Student Aid Application System.

The student's Current Social Security Number is not the same as the Original Social Security Number (used in the Student ID to submit origination or disbursement data) if the student has submitted SSN changes to the Federal Student Aid Application Processing System.

Note: ALWAYS use the Original SSN when entering student data.

Payment Methodology

This is the method of calculation used to determine a student's payment in the Federal Pell Grant program.

The five methods are for:

1 = Standard-term, credit-hour program where weeks in program's academic year is equal to or greater than 30 weeks.
2 = Standard-term, credit-hour program in which the weeks in program's academic year is less than 30.
3 = Any credit-hour program with standard or nonstandard terms.
4 = Clock-hour programs and credit-hour programs without terms.
5 = Programs offered by correspondence.

Payment Schedule

This is the Federal Pell Grant Payment Schedules (including the Alternate Federal Pell Grant Schedules for Students with Low Assessed Tuition), which are now under Tools, Browse.

Pell Award Cycle

This is the academic year for the Federal Pell Grant program, beginning July 1 and ending September 30 of the following year.

For example, for 2000-2001, the award year is from July 1, 2000 to September 30, 2001.

However, the deadline for reporting student payment data is September 30 following the end of the award year.

Funding for the Federal Pell Grant program is provided on the basis of the award year; thus, a student is paid out of funds designated for a particular award year, such as the 1999-2000 award year or the 2000-2001 award year.

Pell Institution Number

This is a six-digit representation of a postsecondary educational institution eligible to participate in the Federal Pell Grant Program.

Pell ID of Attended Campus

This is the Pell Institution Number of the campus where the student is actually attending.

If your institution is a central campus and your branch campuses have unique Pell Institution Numbers, always enter the Pell Institution Number of the campus the student is actually attending.

Potential Overaward Project (POP)

Federal Pell Grant regulations allow a student to receive a maximum of one full Scheduled Pell Grant (SPG) during an award year.

The Federal Pell Grant Recipient Financial Management System (RFMS) is programmed to calculate the percentage of SPG used each time an institution reports a recipient's award.

Any amount exceeding 100 percent of a full SPG represents an over award and is disallowed.

Processed Disbursement Acknowledgement Record

These are student origination and disbursement data records submitted and processed through the Federal Pell Grant program.

Origination and Disbursement Acknowledgement data batches are returned to the institution and loaded into the software's database.

Unselected Origination and Disbursement Acknowledgement data records have a processing stage of "P."

Processing Date

This is the date that the Origination or Disbursement record was processed through the Federal Pell Grant program.

This appears on the Acknowledgement record in century/year/month/day/ (CCYYMMDD) format where:

CC = Century

YY = Year

MM = Month

DD = Day

Recipient Data Exchange (RDE)

RDE is the method by which institutions submit student payment data to, and receive processed payment data from, the Federal Pell Grant program using magnetic tape reel or cartridge.

1999-2000 is the last award year this medium was used in RFMS.

Record Status Code

This is a code that indicates the processing results for RFMS Origination and Disbursement records.

The records' three status code values are:

A = Accepted
C = Corrected
E = Rejected

Reported Date Enrolled

This is the first date the student was enrolled, as reported by the institution (see Date Enrolled This Award Year).

Reporting Campus

This is the Pell Institution Number of the campus that receives the Federal Pell Grant Authorization for the institutions.

For a school system that has a central campus and branch campuses that have unique Pell Institution Number, the Reporting Campus is the central campus.

This item is entered under the Institution option from the **Setup** menu.

Recipient Financial Management System (RFMS)

This is the system through which schools report Pell disbursements to the U. S. Department of Education.

RFMS Origination and Disbursement Record Acknowledgements

This is an RFMS Origination or Disbursement Acknowledgement PPD that has been processed through the Federal Pell Grant program.

Acknowledgements are returned to the institution with updated information reflecting the results of the Federal Pell Grant program processing.

SAR

See Student Aid Report.

SPS

See Student Payment Summary.

Secondary EFC

This is a code indicating the Expected Family Contribution (EFC) on which the institution based the student's Federal Pell Grant award.

The acceptable values are:

O   Federal Pell Grant award previously based on the Secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC.

S   Federal Pell Grant award based on the Secondary EFC is calculated by the CPS or Blank if Secondary EFC is not used.

Blank   Secondary EFC never used.

Special Disbursement Record

This is a record that indicates regular disbursement and additional payment-period-specific data.

This record is used by institutions that have been placed on either the reimbursement or cash monitoring payment methods by ED or institutions that cease to participate in the Federal Pell Grant program sometime during the award year.

Statement of Account (SOA)

This is a report to an institution participating in the Federal Pell Grant Program that summarizes the status of the institution's spending authorization versus the amount expended to date for that award year.

Student Aid Report (SAR)

This is the federal "output document" printed by a FAFSA processor and mailed to the student.

The SAR contains the family's financial and other information as reported by the student on the financial aid application.

The student's eligibility for aid is indicated by the EFC printed on the front of the SAR.

Student Aid Report (SAR) Record ID

This ID consists of the student's:

- original Social Security Number,

- first two letters of the student's last name (name code), and

- Transaction Number.

Student Financial Assistance Program

This is an organization within the U.S. Department of Education that administers the student financial aid programs and for developing the policies and procedures to meet the objectives of those programs.

It provides funds to meet students' educational costs at the postsecondary level.

This program is referred to as a 'Title IV program.'

Student Payment Summary (SPS)

This is a report produced by the Federal Pell Grant Program that provides the Federal Pell Grant award amount for each student for whom payment data was submitted during the award year. This report was produced for years prior to 1999-2000.

Students Attending Multiple Branch Campuses

RFMS accepts one origination record per reporting campus/attended campus combination.

If your institutional system has branch campuses with unique Pell Institution Numbers, and students attend more than one campus during the award year, origination records must be established in RFMS for each attended campus a student attends.

When making disbursements to students who attend more than one campus during the award year, you must assure that the total disbursements to a student do not exceed his/her scheduled Pell award for the award year.

Term and Nonterm Programs not using Formula 1

This identifies academic programs that use any of payment methodologies 2-6, but not formula 1.

Total Payment Ceiling

This displays the maximum available award for a student.

Transaction Number

This is the two-digit number assigned by the Federal Student Aid Application Processing System.

This number is the third part of the Student ID assigned by the Federal Title IV Program Application Central Processing System.

The SAR ID is included in the ISIR data record and in both Part 1 and Part 2 of the SAR.

Transfer Data

Information may be requested on Pell Grant disbursements by other institutions to students for whom origination acknowledgement records have been received from RFMS.

In response, RFMS sends Multiple Reporting Records (MRRs) that can be used to import the data into your recipient database.

The Department's EDExpress Pell software also permits the entering of transfer disbursement information manually.

Transaction Number

This is a two-digit number assigned sequentially by the Federal Student Aid Application Processing System to uniquely identify a specific transaction for the applicant and for processing control purposes.

Types of Eligible Institutions

This is a code describing the length of the majority of programs at the institution.

Institution type changes are reported to RFMS in the Institution Data Record.

It corresponds to Item 4 on the Institutional Payment Record (IPR).

Uploading

Uploading is the process of transmitting data from a:

- Personal Computer,
- minicomputer, or
- floppy diskette

to a mainframe computer.

Verification Status Code

This is a code that you enter that best describes the method used to verify the student's application information.

The *Verification Guide* gives a complete description of the verification process.

The codes that can be entered are:

A = Accurate Data

C = Calculated

N = Not Selected

R = Reprocessed

S = Selected, Not Verified

T = Tolerance Applied

W = Without Documentation

Note: The verification code cannot be an "R" for students with transaction 01.

Weeks in Academic Year

This is the number of weeks of instruction in the program's academic year.

Weeks Used to Calculate Payment

This is the total number of weeks of instructional time you use to calculate this student's award.

Year–to-Date (YTD) Data

This is the total year-to-date originations/disbursements accepted by the Federal Pell Grant program for an institution for an award year.

YTD (YTD) Disbursed Amount

Total amount that has been reported by the institution and acknowledged by RFMS as being disbursed to the student for the year.